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California. State Library
REPORT
1910/12-1934/36
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CALIFORNIA
STATE LIBRARY
GOVERNMENT
PUBLICATIONS

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STATE DEPARTMENT OF EDUCATION
DIVISION OF LIBRARIES

BIENNIAL REPORT

OF THE

California State Library

1936

CALIFORNIA
STATE LIBRARY
JAN 29 1954
DOCUMENTS SECTION

42444

STATE DEPARTMENT OF EDUCATION
DIVISION OF LIBRARIES

BIENNIAL REPORT

OF THE

California State Library

FOR THE

Eighty-sixth and Eighty-seventh Fiscal Years

JULY 1, 1934, TO JUNE 30, 1936

CALIFORNIA STATE PRINTING OFFICE
GEORGE H. MOORE, STATE PRINTER
SACRAMENTO, 1937

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California State Library

MABEL R. GILLIS, *State Librarian*

LIBRARY FUND

The biennial appropriation for 1935–37 was $263,590, approximately the same as the amount expended in the previous two-year period. The continuance of such a curtailed budget makes it increasingly difficult to carry on even the established activities of the library. Lack of funds to care for normal needs for the book collection, for binding, for filing cases and other equipment, as well as for an adequate staff and for well deserved salary increases becomes a more serious problem each month.

STAFF

During the biennium the staff has remained at 62 but the turn over has shown a decided increase.

The list of the staff as of July 1936, follows:

Administrative and Office

Mabel R. Gillis, State Librarian.

Eleanor Hitt, Assistant State Librarian.

Mrs. May Dexter Henshall, County Library Organizer.

Grace Murray, Editorial Librarian.

Mrs. Marguerite Walker Duggins, Senior Stenographer-Clerk.

Dorothy McVeigh, Junior Messenger.

Operation

Irma M. Schoepflin, Junior Librarian.

Ena Harmon, Library Aid.

Mrs. Dorothy Hill Scott, Library Aid.

Kate M. Foley, Home Teacher of the Blind.

Catharine J. Morrison, Home Teacher of the Blind.

Caroline Wenzel, Supervising California Section Librarian.

Mrs. Bessie Herrman Twaddle, Newspaper Index Librarian.

Margaret Bennett, Library Aid.

Mrs. Elsie Sherwood Gibson, Library Aid.

Ida G. Munson, Supervising Catalog Librarian.

Lily M. Tilden, Senior Catalog Librarian.

Carmelita Duff, Junior Librarian.

Rachel Look, Junior Librarian.

Lyndall Harmon, Library Aid.

Irene Ryan, Library Aid.

Nancy Anderson, Junior Typist Clerk.

Alice J. Haines, Supervising Government Documents Librarian.

D. Florence Montfort, Senior Government Documents Librarian.

William Simmons, Library Aid.

Jack Sullivan, Junior Messenger.

Herbert V. Clayton, Supervising Law and Legislative Reference Librarian.

Zilla Grant, Senior Law and Legislative Reference Librarian.

Gordon Wilson, Junior Clerk.

Myrtle Ruhl, Supervising Order Librarian.

Eloise Ryan, Junior Librarian.

Bertha S. Taylor, Prints Section Librarian.

Beulah Mumm, Supervising Reference Librarian.

Mrs. Julia M. Waldron, Senior Reference Librarian.

Margaret Dennison, Junior Librarian.

Mrs. Alicia Hook, Junior Librarian.

Mrs. Lilian Sargent Buhler, Senior Circulation Librarian.

Gladys Hird, Junior Librarian.

Sarah Carder, Library Aid.

Ruth Slagle, Library Aid.

Fern Larsen, Junior Typist Clerk.

Grace Perkins, Junior Typist Clerk.

William Fleming, Junior Messenger.

George J. Miller, Junior Messenger.

Albert W. Penter, Junior Messenger.

Walter Stevens, Junior Messenger.

Helen M. Bruner, Supervising Sutro Branch Librarian.

Mrs. Vera Plescia, Junior Library Aid.

William H. Lugg, Supervisor of Library Crafts.

Helen Dobson, Book Repairer.

Mrs. May Hoskin, Book Repairer.

Mrs. Flora Michie, Book Repairer.

Mrs. Gladys N. Richards, Book Repairer.

William G. Lyons, Library Printer and Photostat Operator.

Wyman Pease, Light Truck Driver and Clerk.

Harlo Whipple, Intermediate Shipping Clerk.

William Calvert, Junior Shipping Clerk.

Fred F. Valentine, Elevator Operator.

John B. Byrne, Janitor.

J. L. Foss, Janitor.

William Jones, Janitor.

Jacob Misfeldt, Janitor (on leave of absence).

The following persons have been on the staff during the period covered by this report but are no longer employed by the State Library:

Elinor Jane Bauman, Junior Library Aid.

Clifford Berg, Junior Clerk.

Harold E. Carlson, Library Page.

Mrs. Helen Clayton Ristow, Junior Library Aid.

William Crowe, Junior Shipping Clerk.

Leslie W. Eales, Junior Shipping Clerk.

Mrs. Vera Frank, Temporary Senior Stenographer-Clerk.

Mrs. Mary Graham, Temporary Newspaper Index Librarian.

Mrs. Elizabeth D. Murphy, Senior Library Aid.

Margaret Nix, Junior Clerk.

Mrs. Edith Overstreet Morris, Junior Librarian.

Blanche L. Shadle, Editorial Librarian.

Helen L. Smith, Junior Librarian.

Forrest Stead, Library Page.

John Steely, Library Page.

Mrs. Maxine Tuttle, Junior Messenger.

COOPERATION WITH FEDERAL GOVERNMENT

During the biennium the State Library continued to sponsor federal work projects first under the State Emergency Relief Administration and since December, 1935, under Works Progress Administration.

Four definite pieces of work have been completed by the persons assigned to the State Library. (1) An inventory of our book collection was made for the first time since 1922. (2) The books in the office of the Division of Elementary Education and Rural Schools were catalogued and made available for use by the entire Department of Education. (3) Our newspaper holdings were checked and brought to date as a preliminary to assembling the records of such holdings from the other libraries of the State. This was all part of a nation wide project which will result in the publication of a Union List of Newspapers similar to the Union Lisit of Serials already a widely used reference tool in large libraries. (4) Several thousand

unbound newspapers have been sorted, arranged, tied in bundles which are marked to show dates, missing numbers and duplicates and have then been listed.

Other workers have during this period been engaged in filing, typing, searching newspapers and great registers, repairing books and doing miscellaneous clerical tasks.

BOOKS FOR THE BLIND SECTION

MABEL R. GILLIS, in charge

The advent of the talking book has greatly increased the work of the State Library with the blind during the past biennium. In the summer of 1934 talking books began to be added to the State Library collection of material for the blind. They are provided to designated libraries by the Library of Congress from federal funds and must be used on recording machines especially designed or adapted for them. These machines, manufactured by the American Foundation for the Blind, at first had to be purchased by the individual. In the year 1935, however, funds were made available through the federal WPA for the manufacture of three thousand machines to be distributed to adult blind persons unable to purchase for themselves.

The California State Library was made responsible for the distribution of 227 talking book machines for this State and 4 for the State of Nevada. The machines were received in May, 1936, and the preliminary work connected with their distribution was just about completed by the end of the biennium.

Statistical Report, July 1, 1934—June 30, 1936

Books, etc., added	5,300
Books lost, discarded, etc.	58
Total books, etc.	41,588
Total talking book titles	102
Total talking book records (incl. duplicates)	3,586
Borrowers added	350
Borrowers lost by death	88
Total borrowers	3,653
Circulation	74,338
Circulation of talking book records	1,646
Pupils graduated by home teachers	147
Pupils still carried	226
Total number of lessons given	5,026
Visits and calls paid in interests of the work by home teachers	1,486
Visits received in interests of the work	774

CALIFORNIA SECTION

CAROLINE WENZEL, Supervising Librarian

The usual bibliographical and reference work has been done during the biennium. In addition to the regular work of the department, WPA workers, under supervision, have been copying original documents; filing index cards; making analytic cards for biographical sketches in California county histories; typing and filing a card index of the 1896 San Francisco Great Register of voters; and preparing a

list of the newspapers on file in the State Library for a Union List of Newspapers which is to be published in the near future.

The following table records some of the routine work done during the biennium:

Answers to questions involving research	3,900
Persons using California material in the library	4,739
Visitors	5,063
*Biographical cards received	270
*Biographical cards sent	494
Books added to California collection	742
Books and pamphlets received (Gifts)	966
Miscellanea received (Gifts)	582
Pictures received (Gifts)	347
Pictures checked, listed, prepared for mounting and filed	828
Cards made for miscellaneous index	4,237
Bound volumes of newspapers added	1,265
Newspapers indexed	738
New cards made for newspaper index	46,583
Added entries for newspaper index	30,141
Duplicate periodicals checked, listed and filed	2,538
*Naturalization and old age pension questions looked up	2,359

CATALOG SECTION

IDA G. MUNSON, Supervising Librarian.

Number of books cataloged	6,135
Cards added to catalog	45,071
Continuations added	4,237
Cards filed in Union catalog	177,968
Cards received for Union catalog	232,383

COUNTY LIBRARY ORGANIZING

MRS. MAY DEXTER HENSHALL, County Library Organizer

One of the signs of economic recovery during the past two years is the revival of interest in the establishment of county libraries on the part of people who live in those counties where such libraries do not exist. In Placer County this interest became so general and so articulate that on May 6, 1936, the board of supervisors passed a resolution of intention to establish a county library and followed it by taking final action at its meeting on June 2nd. The part of the county library organizer in the Placer County campaign was played from behind the scenes. She furnished the necessary facts, figures and comparative data for the local organizing which was carried on by Placer County organizations under the energetic and effective leadership of Mrs. Elizabeth Robinson of Auburn. This is the first county library to be established for ten years.

* This section maintains a collection of cards from California writers, artists, musicians, State officials and pioneers giving biographical data furnished by themselves or their descendants.

The county library organizer spent some time in Mendocino County and in Yuba County during the biennium, assisting Parent Teachers Associations and other organizations in their efforts toward the establishment of county libraries. The supervisors in both of these counties failed to take favorable action but the local leaders are still enthusiastic and firm in their belief that the movement will continue until its purpose is achieved.

Besides regular routine in the State Library, Mrs. Henshall continued her work as lecturer on the State Library and County Libraries in the School of Librarianship, University of California and as editor of Library News page in Western Journal of Education. She also annotated, listed and filed several hundred small photographs and post cards from county libraries all over the state; summarized the various county library histories that were submitted several years ago by county librarians; assisted in the preparation and installation of the library exhibit in the Palace of Education at the San Diego exposition; visited many county libraries and wrote several articles for library and school journals.

GOVERNMENT DOCUMENTS SECTION

ALICE J. HAINES, Supervising Librarian.

The section has received, entered and filed 47,836 government publications, and has distributed to libraries 11,641 California State publications.

Research and routine work have been carried on as usual.

LAW AND LEGISLATIVE REFERENCE SECTION

HERBERT V. CLAYTON, Supervising Librarian.

During the 1935 session of the Legislature, this section was used more by Assemblymen and Senators than it has been at any time since the library moved away from the Capitol Building. Among the subjects of interest to the legislators on which extensive research work was done are the following: State liquor stores; Torrens land titles; sales tax on interstate shipments; State income tax delinquencies; State income tax driving capital away; nominating officers by modified convention system; State milk control laws; reimbursement for hospitals in re indigent injured motorists; bifurcated legislative sessions; State constabulary; compulsory fingerprinting. The following comprehensive bibliographies were also prepared during the biennium:

Bibliography and statutory summary on motor vehicle driving while under influence of intoxicating liquors or narcotics.

Bibliography on taxation and regulation of chain stores, a list of laws taxing or regulating chain stores and a list of court decisions involving the question of the constitutionality of chain store laws.

Local loans during the two years amounted to 6687. Loans made to readers in other parts of the State are included in the totals given under Reference Section.

PRINTS SECTION

BERTHA S. TAYLOR, Prints Librarian.

Because of the reduced budget under which the State Library continued to operate, few additions to the prints collection were made by purchase during the biennium.

Two hundred thirty old Mexican engravings and lithographs which, although owned by us had never been counted, were catalogued and added to the prints collection. Including these, additions numbered 248 making the total number of prints 3436.

Monthly exhibits have been held as usual and these have been reported in the quarterly issues of *News Notes of California Libraries.*

Nine thousand thirty-one persons visited the Prints Room during the biennium. This is an increase of more than 600 over the previous two years.

REFERENCE AND CIRCULATION SECTION

BEULAH MUMM, Supervising Librarian.

The main connecting link between the State Library and its borrowers, both local and throughout the State, is the Reference and Circulation Section. With headquarters in James L. Gillis Hall, the spacious reading room of the State Library building, this section takes charge of the hundreds of requests received daily from libraries all over the State. The shelves in this room are filled with reference books which furnish the answers to many questions received both verbally and by mail. Other requests are filled from the collection of books housed in our main book-stack or are referred to various special departments of the Library.

The extensive work of the Reference and Circulation Section is made possible by cooperation with the county library system of California, which is in operation in 46 of our 58 counties through headquarters in the county seats and nearly 4000 branches and stations covering the entire counties. Books are lent also through city libraries and in the small area where there is neither a city nor a county library, individuals may borrow direct from the State Library. In this way library service is available to everyone in the State of California.

From July 1, 1934, to June 30, 1936, 106,658 books were shipped for readers in all parts of the State through their local libraries and 69,614 volumes were loaned directly to Sacramento borrowers, State officers and employees. Six hundred seventy pictures were also loaned and 34,934 books were renewed beyond the usual period, making the total circulation for the biennium 211,876.

SHIPPING, PRINTING AND PHOTOSTATING SECTION

WILLIAM H. LUGG, Supervisor.

Our shipping, photostat and printing work is all done under one head. During the past two years, our incoming shipments consisted of 32,890 by parcel post, 2798 by express and 276 by freight. The outgoing shipments totaled 46,611 by parcel post, 910 by express and 4 by freight.

We record our printing by the number of different copies of the various blanks we print on our multicolor press. During the two years we have printed a total of 1,174,361.

The photostat is used for reproducing short extracts from large bound periodicals and material that can not be allowed to leave the library, such as newspapers and rare books. Each exposure made with the photostat is recorded. These amounted to 3374 for the past two years. Photostatic copies are loaned when of general interest and sold to the borrower when on a special subject which might not be used again or when the borrower needs them for permanent record

SUTRO BRANCH

(Public Library Building, Civic Center, San Francisco)

HELEN M. BRUNER, Supervising Librarian.

During the biennium 8,797 persons called at the Sutro branch, making use of 29,767 books.

Material from the Sutro collection was loaned for exhibit purposes on three occasions: in September, 1934 Hebrew books and manuscripts were loaned to the Jewish Community for the public exhibition of Jewish ceremonial and art objects; three cases of interesting material were included in the Sixth Annual Book Fair of San Francisco held in May, 1935; and in December, 1935, twenty-four volumes were loaned to Mills College for an extensive Horace exhibit which it sponsored.

Statement of Expenditures of the State Library for the Period July 1, 1934, to June 30, 1936, for the Eighty-sixth and Eighty-seventh Fiscal Years.

	Eighty-sixth fiscal year	*Eighty-seventh fiscal year*	*Total*
SALARIES AND WAGES—			
State Librarian	$5,000 00	$5,000 00	$10,000 00
Assistant State Librarian	3,900 00	3,900 00	7,800 00
Organization	2,520 00	2,431 93	4,951 93
Clerical and office	4,675 34	4,614 67	9,290 01
Librarians	41,716 60	41,671 34	83,387 94
Aides, clerks and messengers	18,625 75	18,446 33	37,072 08
Home teachers	3,600 00	3,600 00	7,200 00
Library crafts and shipping	12,193 68	12,172 92	24,366 60
Janitors, etc.	6,937 33	6,576 13	13,513 46
Temporary help	186 50	597 43	783 93
	$99,355 20	$99,010 75	$198,365 95
MATERIALS AND SUPPLIES—			
Clerical and office	$1,053 89	$800 46	$1,854 35
Printing	2,299 80	2,135 93	4,435 73
Library crafts and shipping	1,342 71	1,212 20	2,554 91
Janitors, etc.	190 80	107 16	297 96
Auto upkeep	178 97	225 50	404 47
Catalog cards	778 71	583 36	1,362 07
	$5,844 88	$5,064 61	$10,909 49
SERVICE AND EXPENSE—			
State Librarian, travel	$387 04	$573 12	$960 16
Assistant State Librarian, travel	213 92	168 61	382 53
Organization, travel	217 85	137 19	355 04
Librarians, travel	18 68	92 89	111 57
Home teachers of the blind, travel	937 30	925 79	1,863 09
Clerical and office	337 53	396 53	734 06
Communication	802 78	756 58	1,559 36
Freight, cartage and express	225 40	511 50	736 90
Janitors, etc.	66 00	66 00	132 00
Postage, first class mail	1,769 46	1,420 37	3,189 83
Postage, shipments	1,269 20	1,342 73	2,611 93
Auto upkeep	68 49	55 27	123 76
	$6,313 65	$6,446 58	$12,760 23
ACCESSIONS AND EQUIPMENT—			
General books	$4,501 19	$4,001 60	$8,502 79
General continuations and subscriptions	6,775 52	6,571 85	13,347 37
Law books	901 32	559 09	1,460 41
Law continuations and subscriptions	4,056 46	5,387 12	9,443 58
Books, etc., for the blind	134 40	70 58	204 98
Prints	6 98	44 69	51 67
Binding	3,823 73	3,353 47	7,177 20
Clerical and office	----------	630 64	630 64
	$20,199 60	$20,619 04	$40,818 64
Grand totals	$131,713 33	$131,140 98	$262,854 31

Accessions to the State Library July 1, 1934, to June 30, 1936

	Number at last report June 30, 1934	*Added from July 1, 1934, to June 30, 1936*						
		Purchase	*Gift*	*Binding*	*Exchange*	*Lost and withdrawn*	*Total*	*Grand total*
Main library, including law and Californiana	329,333	5,486	†1,431	3,822	‡868	513	11,094	340,427
Books for the blind	36,346	528	4,772	----	----	58	5,242	41,588
Sutro collection	91,698	----	----	----	----	----	-----	91,698
Totals	457,377	6,014	6,203	3,822	868	571	16,336	473,713
Original prints	3,178	18	240	----	----	----	258	3,436
Reproductions for circulation	1,188	13	1	----	----	----	14	1,202
*California pictures and photographs	1,989	225	347	----	----	----	572	2,561
Posters	1,958	----	----	----	----	----	----	1,958
Photostats	1,434	----	----	----	----	351	----	1,083
Maps	635	6	6	----	----	----	12	647
Slides	583	----	----	----	----	----	----	583
Stereographs	3,238	----	----	----	----	----	----	3,238

* Includes 410 wild flower pictures and reproductions of the work of California artists but not photographs and miscellaneous pictures collected from various sources by the California section.

† Includes United States Government publications.

‡ Includes state publications.

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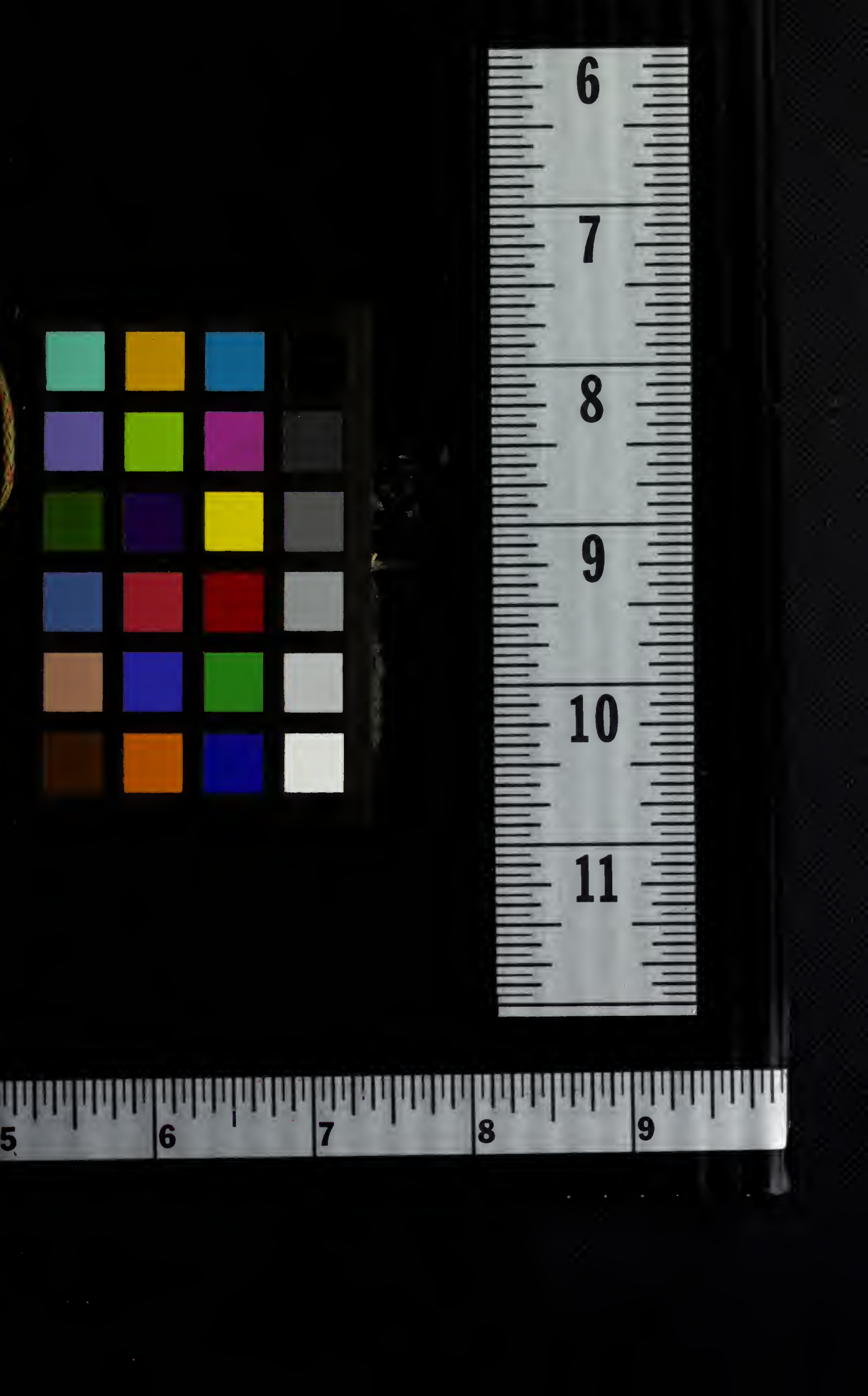
DEMCO
LIBRARY SUPPLIES
Madison Wis.
New Haven Conn.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